



## COUNSELOR JOB DESCRIPTION

**Responsible To:** Unit Leader

**Key Responsibility:** Supervise and ensure the safety and well-being of all campers during all aspects of programming. Take extra care in ensuring the positive experience of campers assigned to your specific cabin and activities. Be a part of the staff team to plan and implement new and traditional activities, evening and weekend programming, and a successful camp program that is enriching, diverse, intentional, progressive and engaging, for all participants. The YCamp community strives to be a place where all who come can achieve a sense of belonging and pride in our mission and programming. As a staff member, you are expected to help us foster a community which embraces equity and inclusion.

### Qualifications:

- First Aid and CPR
- Ability and willingness to work at YMCA Camp of Maine, which includes leading by example, living with the 4-Core Values, being a role model, giving and receiving feedback, and abiding by all policies, procedures, and expectations.
- 17 years old &/or documented leadership experience.

### Professionalism

- Conduct yourself in a manner that is consistent with the mission, values, and goals of YCamp.
- Always be well-groomed and appropriately dressed. Different activities require specific clothing, as well as other possible considerations for health and safety in accordance with community health protocols.
- Approach all greetings with enthusiasm and maintain positive interactions with campers, fellow staff members, family members, and the greater community.
- Get adequate rest and practice self-care to maintain strong mental, emotional and physical health. Seek support from appropriate leaders if/when needed to maintain appropriate levels of mental, emotional and physical health.
- Motivate others to be the best version of themselves.
- Be an agent of change when opportunities arise. Take the initiative to minimize and solve problems.
- Incorporate diversity, equity, inclusion, and belonging into everyday actions and conversations with campers and staff.
- Engage with campers and staff in ways that are developmentally appropriate and promote mental, emotional and social growth in our youth-centered and community-living program.
- Establish and maintain appropriate professional relationships and interpersonal skills, while demonstrating the personal resiliency needed for a fast-paced and collaborative work environment.
- Interact effectively with individuals and groups, respecting social and cultural diversity and maintaining appropriate boundaries.
- Be reliable, and complete assigned tasks on time.
- Seek opportunities to make the YCamp community positive.

### Management

- Integrate new, fun, and intentional programming into cabin time and other activities.

- Manage individuals and groups with positive reinforcement to minimize conflict. When conflict occurs, work toward resolution that is fair and consistent in a timely manner, with care and tact.
- Lead by example and motivate others to take initiative.
- Abide by all policies and expectations. Lead others to do the same.

### **Programming**

- Take initiative to create and lead new and engaging activities.
- Be prompt, and manage time and campers to keep spaces clean.
- Get to know campers and fellow staff members to develop positive relationships and heighten the experience with friendship.
- Lead activities with the safety and well-being of everyone paramount.

### **Duties**

- Meet and interact with campers and families on check in and check out days, conveying a sense belonging to all, through professional and compassionate communication.
- Ensure assigned cabin respects daily schedule and oversee daily unit activities for compliance and completion (wake-up, lights-out, squad duties, clean-up, showering, etc.)
- Guide and support campers through conflict resolution, homesickness, time-management, and other matters that arise.
- Participate in On Duty (OD) as scheduled. (Be the person in charge in the unit from lights out until 11:45pm)
- Work with fellow counselors to manage greater camp issues as appropriate.
- Receive informal and formal feedback, and provide feedback, to enhance campers' experience and personal and professional growth.
- Participate in all-camp activities.
- Lead or assist in leading engaging daily activities, for groups of campers, within your area of expertise, or other assigned area.
- Actively participate in monitoring the health of campers and fellow counselors (physical, mental, and emotional) and ensure campers are practicing personal hygiene. Seek additional help from Unit Leader and Health Care Staff when necessary.
- Attend regular and "as needed" meetings within assigned unit for consistent communication, problem solving, and in-service training.
- Participate in emergency protocols as dictated in staff handbook.
- Use effective and appropriate self-care practices for maintaining overall wellness.
- Recognize and consider the needs of campers and other staff members, in daily interactions and decision-making.
- Eagerly and willingly participate in all other tasks as assigned.

By signing this Job Description, I understand that this position will affect the lives of many people. My dedication to this position will lead to a safe community where bullying and abuse are not tolerated. I will face adversity and tough decisions with an open mind and include the appropriate people in decision making. I will take ownership over what I see. I will celebrate the good. I will work to correct the bad. I understand that I have a role in the success of YCamp.